

J-1 Insight

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Volume 1, Issue 2
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Important Dates

- 1/12/2013 - Civilian "Use or Lose" Deadline
- 1/21/2013 - Federal Holiday for the Birthday of Dr. Martin Luther King, Jr. & Inauguration Day
- 2/1/2013-FEHB changes reflected on LES for those paid today (WRNMMC)
- 2/7/2013 - HR Management for Supervisors (Class # F01) begins @ FBCH:
JTFCapMed.CHRC-Training@health.mil
- 2/7/2013-FEHB changes reflected on LES for those paid today (FBCH)
- 2/18/2013 - Presidents' Day
- 2/26/2013 - HR Management for Supervisors (Class # WR01) begins @ WRNMMC:
JTFCapMed.CHRC-Training@health.mil
- 3/5/2013 - HR Management for Supervisors (Class # WR02) begins @ WRNMMC:
JTFCapMed.CHRC-Training@health.mil

New Year. New Beginnings.

A Message from the Director, J-1 Manpower and Personnel:

Happy New Year to the JTF CapMed Family! All of us in the Personnel Community are looking forward to an exciting 2013 full of fantastic new initiatives. This edition of the J-1 Insight includes some great topics that I think you'll find very useful.

Be sure to note that, early in the year, the Command will be offering another VERA/VSIP opportunity. This management tool will help us to reshape the organization to best meet the mission of world-class healthcare. As part of this initiative, we will also be rolling out retirement planning seminars for our Civilian employees who are within 5 years of retirement. More information can be found within the pages of the newsletter.

As always, we are eager to keep you informed and assist you with any issues that may arise. If you have any questions or comments about the J-1 Insight, please send them to the J-1 Office by emailing: J1-Insight-Newsletter@health.mil.

What employees and managers need to know about VERA and VSIP

JTF CapMed is expecting to open another application window in the next few months. Here is what you need to know to be prepared.

Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Pay (VSIP) are workforce reshaping flexibilities for the civilian population. Providing VERA/VSIP opportunities to civilian employees will provide the Command the opportunity to restructure the organization to best meet the mission. Civilian employees who are eligible, apply and are approved can either retire earlier than normal and/or may receive a monetary incentive to do so.

REQUIREMENTS

VERA: To apply, an employee must be on a permanent appointment and be either a) 50 yrs old and have 20 years of service, or b) any age with 25 years of service. VERA temporarily lowers the age and service requirements for retirement to increase the number of employees who are eligible years before normal.

VSIP: To apply, employees must be on a permanent appointment and have 12 continuous months of Department of Defense (DoD) employment (includes previous Navy and Army time)

Incentives for VSIP are a 'buyout' of up to \$25,000 and/or retirement earlier than is normally permitted. Employees occupying positions designated by DoD and the Office of Personnel Management (OPM) as severe shortage of candidates, critical hire, and/or mission critical are not eligible for VSIP.

APPLICATION AND APPROVAL PROCESS

As soon as JTF CapMed is given the authority to open the application

window, employees may begin filling out the application and submit it for processing during that timeframe.

Once the application is submitted it will be routed to RECOMMEND approval or disapproval as follows :

- Department Head
- Deputy Commander
- MTF Commander
- Civilian Human Resources Center (to verify eligibility)
- JTF J-1
- Director, TRICARE Management Activity (FINAL)

The TRICARE Management Activity (TMA) is the executive agent for JTF CapMed civilian personnel authorities. Therefore, the TMA Director will be the final approving authority for employee applications.

STAY INFORMED

Throughout the coming weeks and months, pay careful attention to any information that may come out via email or on our websites about VERA/VSIP. The JTF J1 Staff and the CHRC will be teaming up to host Town Hall briefings to inform the workforce of this opportunity.

In the meantime, we encourage all that might be interested in applying to start preparing themselves by logging into EBIS to obtain your retirement estimate. You can access EBIS by going to <https://www.abc.army.mil/>.

Questions regarding VERA or VSIP eligibility or general retirement and benefit questions may be sent to the CHRC by emailing JTFCAPMED.CHRC@health.mil.



Personnel Services

Question: Are Soldiers authorized to carry over more than 60 days of accrued leave at the end of the fiscal year?

Answer: Yes. From 1 OCT 2008 through 30 SEP 2015, Soldiers may carry up to 75 days of ordinary leave into new fiscal years without Special Leave Accrual authority. The 2010 National Defense Authorization Act passed by Congress and signed by the President in October 2009, extended the planned December 2010 expiration of the 75-day leave carry over benefit until September 30, 2015. Afterwards, leave carryover eligibility will be reset to 60 days.

SPECIAL LEAVE ACCRUAL (SLA): Soldiers serving in a hostile fire/imminent danger area for a continuous period of at least 120 days may be authorized to retain and accumulate up to 120 days of leave (75 days of ordinary leave, plus 45 days of SLA). To qualify for SLA, the leave balance must exceed 75 days from month the Soldier returned from deployment through the end of the fiscal year. SLA days appear on LESs under "Remarks" as "Combat Zone LV Carryover Bal," along with the expiration date. SLA protection will end either on the expiration date or any month when the current leave balance (Cr Bal) drops to 75 days or less.

Soldiers serving in a duty assignment in support of a contingency operation, or whose primary duties are in direct support of a contingency operation and are denied leave, may be authorized to carry over leave in excess of 75 days (not to exceed 120 days). The leave approving authority must have denied the Soldiers leave for the entire year, or for a specific period of time that would not allow leave before end of the Fiscal Year.

Manpower

IMD Clean-Up Underway

Change is an ongoing aspect before and after transition, hence, change is a full-time job. With this reality the JTF CapMed Manpower and Personnel Directorate (J-1) is continuing to march forward to complete its task of total workforce integration, transition, and accountability within the JTF CapMed region.

Prior to the Base Realignment and Closure (BRAC) transition, the J-1 Manpower Branch vigorously worked to create the Intermediate Manning Document (IMD). The IMD was created from the blending of the multiple manning documents from the pre-BRAC hospitals.

After the BRAC transition, the J-1 embarked on a three-phased plan to clean-up the IMD to accurately represent the current workforce. The IMD Clean-up consists of three-phases based on the population of the workforce; Phase I: Civilians, Phase II: Military, and Phase III: Contractors. At the end of this process we will be able to ascertain the full strength of our organization and determine any necessary workforce adjustments for both the Walter Reed National Military Medical Center and the Fort Belvoir Community Hospital.



The IMD is virtually housed in the Defense Medical Human Resources System internet (DMHRSi). DMHRSi is a web-based system designed to standardize the reporting and utilization of our workforce. Military, civilians, and contractors are visible for enhanced decision-making on hours worked, training required, and other aspects in conjunction with Human Capital Management. As you can see, keeping your information in DMHRSi and up to date will be important to you, your department, and your MTF/Center.

More information and details regarding the IMD Clean-up and maintenance plans can be obtained from the local medical treatment facility or center DMHRSi offices.

EYE ON eOPF



Throughout the months of November and December 2012, the CHRC briefed the Command on the Electronic Official Personnel Folder (eOPF). The eOPF solution provides electronic, Web-enabled access for all Federal Agency staff members to view their Official Personnel Folder documents.

These documents include:

- Position Description(s)
- SF-50s documenting personnel actions
- Resumes
- Benefits Forms
- Performance Plans and Ratings
- Military Forms

Review of your eOPF

It is highly recommended that you review your eOPF when notified via e-mail that you can gain access. If you find a document in your eOPF that does not belong to you, please immediately notify your servicing Civilian Human Resources Center (CHRC) at:

JTFCAPMED.CHRC@health.mil

Q: What is Workforce Planning?

Workforce planning is the systematic approach used to forecast an organization's staffing needs against anticipated workload demands. Utilization of a comprehensive workforce planning process will allow managers to determine both the number and type of workforce required to achieve world-class healthcare. Additionally, workforce planning will help determine if they have the right workforce, with the right types of positions, and the right mix of competencies to perform the work required and respond to anticipated changes in workload demand. The Plan also establishes the way in which JTF CapMed will transition from its current workforce model to the one that will be required in the future. Ultimately, successful implementation of a comprehensive workforce planning process will enable the facilities to have the right talent, in the right place, at the right time.

Human Capital





Employee Assistance Program (EAP)

A Resource for Employees

The EAP offers free and confidential screening, assessment and referrals for all JTF CapMed DoD Civilian employees and their immediate family members. The EAP mission is to support employees in addressing personal issues that may be impacting their job performance or may begin to impact their job performance if not addressed. The EAP is a non-punitive program that can help employees and their family members with a range of personal and/or work related concerns including but not limited to:

- Depression, Anxiety and other mental health issues
- Marital & relationship problems.
- Parenting issues
- Alcohol, drug and other addictions
- Workplace conflict
- Legal issues
- Financial issues
- Job Stress

The **WRNMMC EAP** coordinator is available by **appointment only** Monday through Thursday between the hours of 7:30 and 4:00pm. You may schedule an appointment by calling the confidential EAP line at 301-400-0077.

The **FBCH EAP** coordinator is available as early as 0630-1530 Monday-Thursday and first and third Fridays until 1400 by appointment only. You may schedule an appointment by calling 703-805-5588 (Confidential) or 703-805-1089 (Main).

Weekly HR Tips

Each week, the J-1 Human Capital Office sends out a HR Tip for distribution throughout the Command. Our hope is that this information will empower and engage the JTF community in the HR process. Current and past HR tips can be found on the HR Weekly Tips webpage at this link:

<http://go.usa.gov/gUrQ>

JTF CapMed Careers

Did you know that you can find a current listing of all JTF CapMed Job Vacancy Announcements from the J1 Website? Click or enter the following link into your Internet Browser to see the JTF CapMed Careers Page:

<http://go.usa.gov/gQD9>.

“In Lieu Of” Holiday

Both the Inauguration Day holiday and the holiday commemorating the birthday of Martin Luther King, Jr., will be observed on the same day, Monday, January 21, 2013. Employees who are not scheduled to work on January 21 (i.e., AWS) will receive an "in lieu of" holiday for the Martin Luther King, Jr., holiday, but not for the Inauguration Day holiday. Employees should request either Friday, January 18, 2013 as their "in lieu of holiday" or a workday between January 18-25, the last working day of the affected pay period.

JTF CapMed Manpower and Personnel Directorate (J-1)

For additional information and details on specific initiatives please contact us at:

Manpower Branch Email: JTF-J1Manpower@health.mil

Personnel Services Branch Email: JTFJ1PERSVC@health.mil

Human Capital Office Email: JTF-CAPMED-HumanCapitalOffice@health.mil

J-1 Website: <http://www.capmed.mil/EmployeeServices/J1Manpower/SitePages/JTFManPower.aspx>

Civilian Human Resources Center Email: JTFCAPMED.CHRC@health.mil

CHRC Website: <http://www.capmed.mil/EmployeeServices/CivilianPersonnel/SitePages/CHRC.aspx>